



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

10-2

H. Thomas Hannagan, Treasurer
Democratic State Committee Delaware
P.O. Box 2065
Wilmington, DE 19899

MAY 25 1994

Identification Number: C00211763

Reference: April Quarterly Report (1/1/94-3/31/94)

Dear Mr. Hannagan:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule H4 of your report to clarify the following descriptions: Admin-Emp, Admin-Headquarters, Admin-Meeting, Admin-Reimb and Admin-Refund. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Neil Evans
Reports Analyst
Reports Analysis Division

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